

## Annexure - E

**No.BRA/CH/862/01/2013-II**  
**Embassy of India, Brasilia**  
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**Subject: Maintenance of Green Space in Chancery-cum-residential complex**

**Scope of Work / Details of requirement of services**

The scope of work which is required to be undertaken under the tender is as follows:-

S. No.	Item of Work	Nos./Quantity/Frequency Required
1.	Irrigation-Watering of Plants	Daily
2.	Manuring Fertilization	As much as required to maintain the green space in proper condition. Manure and fertilizers should be provided by the contractor.
3.	Lawn mowing	1. Summer - Fortnightly 2. Winter - Fortnightly 3. Rains - Fortnightly or early, if required.
4.	Plant protection	Need based
5.	Pruning & Trimming of Trees/Shrubs Creeper etc.	Weekly basis
6.	Top dressing with soil & manure	Once in six months
7.	Repair & replacement of plants, leveling	As and when required
8.	Hedge cutting (all the boundaries of the Embassy)	Monthly basis
9.	Cleaning of the common areas outside the residential blocks and open areas outside the Chancery, including the Car Parking and pathway – removal of weeds, algae etc. and maintaining in clean condition	Monthly/Bi-monthly basis, as per requirement – for each block (residence and Chancery complex)
10.	Cleaning of water bodies (total 4 in nos.)	Twice a week
11.	Gardening equipment	All gardening equipment required for garden maintenance must be supplied by the contractor.

Note :

- (a) The total gardening area inside Embassy is estimated at 13,288 sq meters
- (b) All consumables required for maintenance of green space, viz. fertilizers, manure, soil, chemical for water-bodies, disposal bags etc. will be arranged by the contractor.
- (c) The contractor will be free to decide the number of gardeners/labours required for maintenance of green space. However, the number of gardeners will not be less than Four (4). For execution of periodic works like hedge cutting, lawn-mowing etc., contractor may deploy additional people as and when required.

- (d) The gardener or labourers deployed to work in the Embassy shall not be changed frequently without any reason. In case when the change of person is essential, it will be mandatory to give prior information to the Embassy and conduct verification of antecedents of the new person.
- (e) The gardeners and labours proposed to be deployed by the contract shall be qualified gardener specialized for the job. Embassy will review the qualification and performance of the gardeners deployed by the contractor from time-to-time.
- (f) All equipment and machinery (viz. hedge cutters, water-body cleaning material and tools, lawn-mowers, jet-spray for cleaning pathways etc.) required to undertake the tendered work will be arranged by the contractor.
- (g) After issue of 'Award of Contract' letter, the contractor will be required to submit a schedule of activities and number of people required for the same, within 15 days.

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